

Subject: Necessary Contract Documents

From: Rick Scott <rick.scott@lacity.org>

Date: 10/18/2017 08:51 AM

To: San Pedro Historic Waterfront PBID <lparker@sanpedrobid.com>

CC: Rosemary Hinkson <rosemary.hinkson@lacity.org>

Lorena,

Please provide the following necessary contract documents:

(per the cover letter sent with the draft contracts)

The following additional documents must also be provided by the Corporation with the signed contracts:

1. Proof of non-profit status (IRS or State tax exemption letter)
2. Copy of Articles of Incorporation of the Corporation
3. Bylaws of the Corporation
4. Business Tax Registration Certificate (BTRC) Number or Exemption letter from the Los Angeles City Office of Finance

The BID's administration contract cannot be processed to the City Clerk for signature until these items are received.

Thank you.

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